

Filing an Amended Complaint

1. Click **Search** on the main menu.



2. Type **Amended Complaint** in the box.
3. Click **Search**.



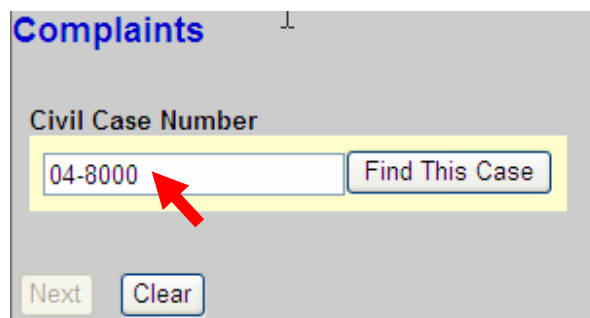
The search function works with any type of document or pleading. Enter the type of pleading and click **Search**.

4. Click **Amended Complaint**.



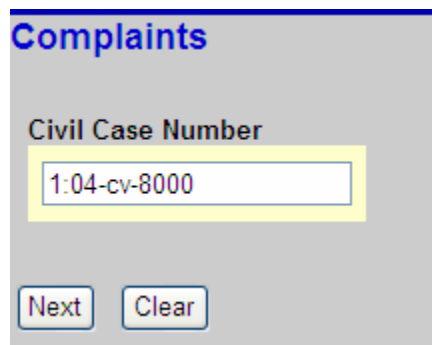
The system displays all available events for the document or pleading.

5. Enter the case number.
6. Click **Find This Case**.



Filing an Amended Complaint

7. Click **Next** when the case number displays.



Complaints

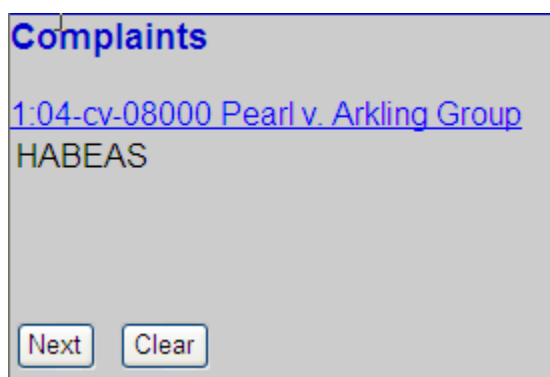
Civil Case Number

1:04-cv-8000

Next Clear

8. Verify the case title and case number.

9. Click **Next**.



Complaints

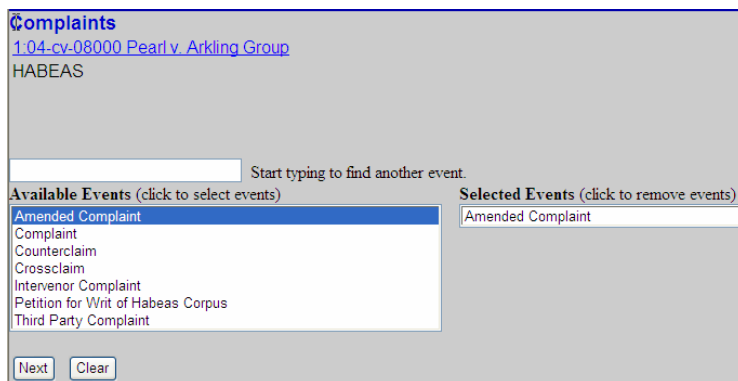
1:04-cv-08000 Pearl v. Arkling Group

HABEAS

Next Clear

10. Click **Amended Complaint**.

11. Click **Next**.



Complaints

1:04-cv-08000 Pearl v. Arkling Group

HABEAS

Start typing to find another event.

Available Events (click to select events)

- Amended Complaint
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Petition for Writ of Habeas Corpus
- Third Party Complaint

Selected Events (click to remove events)

- Amended Complaint

Next Clear

Filing an Amended Complaint

12. Select the attorney(s).

13. Click **Next**.

Select the attorney(s)

Smith, Thurstion D, Jr(624)
Test, Attorney(129)

[Add attorney](#)

Next Clear

14. Select the filing party(s)*.

15. Click **Next** and go to step 23.

*To add a party to the list, click **Add/Create New Party** and go to step 16.

To select more than one party from the list, hold down the Ctrl key and select the names.

Select the filer.

Select the Party:

Arkling Group [Cross Defendant]
Arkling Group [ThirdParty Plaintiff]
Arkling Group [Third Party Defendant]
Pearl, Samuel [Plaintiff]
Pearl, Samuel [Counter Defendant]
Pearl, Samuel [Counter Defendant]
Pearl, Samuel [Cross Defendant]
Pearl, Samuel [Third Party Defendant]

[Add/Create New Party](#)

Next Clear

16. Enter the party last name and first name.

17. Click **Search**.

Search for a party

Last/Business Name Duck First Name Daffy Middle Name

Prisoner ID

Search Clear

18. Select the party name from the list, or click **Create new party** if the name does not display.

Search for a party

Last/Business Name First Name

Prisoner ID

Search Clear

Party search results

Duck, Daffy
Duck, Daffy

Select name from list Create new party

Filing an Amended Complaint

19. Select the party **Role**.

20. Click **Submit**.

Party Information

Last name: Duck First name: Daffy

Middle name: Generation:

Title:

Role: Plaintiff (pla:pty) Pro se: No

Prisoner Id: Unit:

21. Select the filing party(s)*.

22. Click **Next**.

**To select more than one party from the list, hold down the Ctrl key and select the names.*

Select the Party: OR Select a Group:

[Add Create New Party](#)

☒ No Group ☐ All Defendants ☐ All Plaintiffs ☐ All Parties

Next Clear

23. Click **Browse** to select the amended complaint to be filed.

If the amended complaint is larger than 5MB it must be divided into separate files. These separate files must be filed as attachments.

To include attachments, click the **Yes** radio button. For specific instructions on how to include an attachment, refer to that chapter of this guide.

Complaints

[1:04-cv-08000 Pearl v. Arkling Group](#)

ABEAS

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Filing an Amended Complaint

24. Locate and select the amended complaint to be filed.

25. Click **Open**.

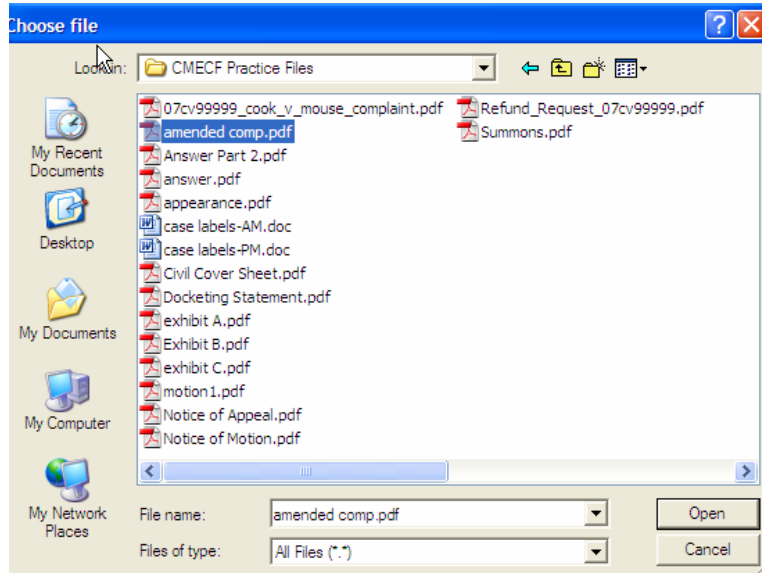
To preview the file being uploaded:

A. Right-click on the file name.

B. Select **Open with Acrobat**.

C. View the document.

D. Close the document.



26. Type **n**.

27. Click **Next**.

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Do you want to **terminate** parties (y/n)?

28. Click **Next**.

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

PLEASE NOTE: Determine whether this case needs to be re-opened.

Filing an Amended Complaint

29. Type **Y** to include a jury demand.

30. Click **Next**.

Complaints

[1:04-cv-08000 Pearl v. Arkling Group](#)

HABEAS

Does this complaint include a jury demand Y/N? y|

Next

Clear

31. Optional: Type up to 256 characters of additional docket text in each box.

Docket Text: Modify as Appropriate.

AMENDED complaint by Samuel Pearl against Daffy Duck
(Test, Attorney)

Next

Clear

32. Verify that the docket text is correct.*

33. Click Next.

*If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.

Complaints

[1:04-cv-08000 Pearl v. Arkling Group](#)

HABEAS

Docket Text: Final Text

AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

F:\CMECF - Attorney\CMECF Practice Files\amended comp.pdf pages: 7

Next

Clear

34. Wait for the system to process your entry.

Complaints

[1:04-cv-08000 Pearl v. Arkling Group](#)

HABEAS

Processing

Processing... please wait.

...

Filing an Amended Complaint

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

United States District Court
Northern District of Illinois - **CM/ECF TEST, Ver 3.1.1**

Notice of Electronic Filing

The following transaction was entered on 1/11/2008 at 8:40 AM CST and filed on 1/11/2008

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Samuel Pearl
Document Number: [23](#)

Docket Text:
AMENDED complaint by Sam

1:04-cv-8000 Notice has been electronically mailed to:

Attorney Test ted_newman@ilnd.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:

Avoid PACER charges by viewing the document **from your inbox**. If you click the document number from CM/ECF you will be required to login to PACER and will be charged standard PACER fees.

Shown above is a partial sample of the electronic notice of this amended complaint. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive on free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The “free look” does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

To avoid PACER charges:

- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.